

United States Environmental Protection Agency, Atlanta GA, 30365 POSITION DESCRIPTION COVERSHEET		1. Duty Location Atlanta GA		2. Position Number (b) (6)	
3. Classification Action					
Reference of Series and Date of Standards Used to Classify This Position		GS-819			
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	100 001
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER	GS	819	13	
5. Organizational Title of Position (if any)		6. Name of Employee (b) (6)			
7. Organization (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e. RCR ACORECTIVE ACTION & PERMITTING SECTION			
b. REGION 4		f.			
c. RESOURCE CONSERVATION & RESTORATION DIVISION		g.			
d. RCR A CLEAN UP & BROWN FIELDS BRANCH		h. EPAYS Organization Code T9BD0000			
8. Managerial Designation					
<input type="checkbox"/> First or second level supervisor of 3 or more employees engaged in substantive professional, technical or administrative work. Duties include assigning, directing and reviewing work evaluating performance recommending personnel actions, training and developing employees, etc.		<input type="checkbox"/> An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.			
<input type="checkbox"/> A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.		<input type="checkbox"/> A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.			
<input checked="" type="checkbox"/> None of the above applies. This is a non-managerial position.					
9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulation.					
a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Second Level Supervisor			
(b) (6)		(b) (6)			
10. Official Classification Certification					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt			
Signature of Classification Official Jenna W. M. Phail		Date 9/5/02		d. Bargaining Unit Code 777 0012	
				e. Functional Code 94	
11. Remarks:					

ENVIRONMENTAL ENGINEER GS-819-13

I. INTRODUCTION:

This position is located in the RCRA Programs Branch,
Waste Management Division.

The incumbent serves as a Senior Corrective Action Specialist on the Staff of a Regional Office for a regulatory and enforcement agency with the responsibility for coordinating the activities of one of a number of states comprising the Region for a range of complex and difficult evaluations of corrective action under 3004 (u) of HSWA. Furnishes consultative advice to Regional staff and managers, State officials, engineers and scientists or officials of other Federal and State agencies, regulations, policies, and guidelines on interpretation and implementation of hazardous waste management requirements as set out in statutes, regulations, policies, and guidance. Assignments (a) involve especially complex, difficult, or sensitive problems of analysis, including technical feasibility factors, judicial and administrative precedents related to corrective action required by permits; (b) involve the full range of industrial facilities and hazardous waste management processes; (c) involve technical decisions which are often of considerable significance to industry, the public and specific companies or individuals who are party to the corrective actions; (d) require the provision of advisory, consulting, reviewing, negotiating, and coordinating services in one or more of the enforcement action phases; and (e) involve exercising full technical responsibility, either solely or as the leader or member of a team, for projects or studies of a complex and difficult nature that are of significance to the success or failure of regional program initiatives.

II. DUTIES

Prepares technical recommendations on cases of particular Regional or National significance, which will be used as the basis for corrective action.

Plans, initiates, and conducts (often as team leader) data interpretation phases of various technical and program support projects. Assures accuracy and adequacy of project findings. Analyzes results and makes recommendations that are virtually always accepted.

Assures appropriate documents are prepared to substantiate enforcement or other recommended action. On a specific project basis, serves as a team leader or team member in review and evaluation of releases of hazardous wastes or hazardous constituents in hazardous waste corrective action cases.

Keeps informed on Federal and State legislation, regulations, policies, guidance, new program requirements, and court or ALJ decisions on actions pertaining to hazardous waste management, as well as current engineering and scientific literature related to advances in treatment technology and analytical capability.

Presents oral or written reports at State or Federal public hearings, conferences, scientific meetings, and seminars.

Prepares and presents oral and written expert testimony in public hearing, adjudicatory hearing, court trials, and dispositions. Assists regional staff in their own expert or fact testimony. Evaluates and determines the need for additional technical consultants for each of the above activities.

Administers large dollar-value contract work assignments for technical consultants. Evaluates budgets, expenses, quality of performance, and management of work assignments, making recommendations that are virtually always accepted.

Analyzes environmental data and determines the action levels for initiation and completion of corrective action responses in large and complex cases. Ensures consistency among Regional staff in establishing action levels.

Determines the need for work groups, special studies, conferences, or projects designed to develop or review existing guidance and regulations pertaining to the management of hazardous waste. Initiates coordination with appropriate state, Regional and Headquarters offices to obtain essential information required or pertinent to specific guidelines or regulations.

KNOWLEDGE REQUIRED BY THE POSITION

1. Mastery of environmental engineering concepts, principles and practices applicable to the most complex technical problems associated with the proper handling, treatment, and disposal of hazardous waste.

2. Knowledge and skill to develop and adapt environmental engineering, and program standards, practices, methods, and techniques, as well as portions of agency technical handbooks for guidance of agency engineers, scientists, or enforcement officers, and to furnish advice on use and interpretation of all associated guidance.
3. Knowledge and skill to serve as a technical authority on all aspects of one or more specialty areas (such as, hazardous waste treatment, land disposal, corrective action, groundwater remediation, or hazardous waste characterization) within the RCRA Programs Branch with responsibility for providing expert advice on the interpretation and implementation of technical policy directives or programs as well as the review of plans, reports, action levels, compliance schedules, and specifications for projects in the Region and the provision of consultative services concerning the full range of technical problems, issues, resources, analysis, and remedies pertinent to the specialty areas involved.
4. Knowledge and skill to apply current Federal and State statutes, regulations, policies, guidance, Federal court or ALJ decisions, along with judgement of best engineering practices to solve novel or extraordinary problems, developing new approaches for use by other engineers or scientists in solving a variety of engineering, scientific, and compliance problems.
5. Knowledge and skill to assess the hazardous waste treatment and disposal needs of an industry or a statewide area and to translate these requirements into program operations and corrective action plans. Skill in communicating with technical personnel, Regional and Headquarters managers, state and local officials and elected representatives who may have other interests to advance.
6. Mastery of environmental engineering concepts, principles, and practices to review and evaluate the activities and the work of environmental and physical scientists, or environmental and other engineers, in the Regional office and in the regulated community by reviewing preliminary engineering plans, reports, related design drawings and specifications, and staff recommendations on proposed major remedial activities at hazardous waste management facilities, approving, disapproving, or modifying such plans, reports, specifications, or recommendations with justification.

SUPERVISORY CONTROLS

Supervisor makes assignments in the form of responsibility for corrective action activities in a specific state, together with broad overall objectives and resources available; however, the employee recommends many of the particular technical objectives, projects, compliance activities, and priorities. Such recommendations generally carry strong advisory weight. The employee independently plans own work, coordinates with other engineers, environmental or physical scientists, subject-matter specialists or enforcement officers, resolves renders advice independently but keeps supervisor informed of major or controversial issues. Completed work is typically accepted as technically accurate but subjected to review for conformance with policy, achievement of objectives, and compatibility with work of other functional elements of the agency.

GUIDELINES

In addition to a wide range of technical material (e.g., manuals, text books, technical literature, scientific, engineering and research publications), guidelines include Federal laws, state and local statutes, regulations, agency policies, and program directives, the contents of which are frequently broad and general in nature. The employee exercises judgement, initiative, and resourcefulness in developing material to supplement and explain agency headquarters guidance and in developing technical guidelines, standards, and operating procedures (to guide others) which typically involve subject matter for which existing guidelines are totally lacking or technically deviate from traditional engineering methods and practices as required either by the nature of the hazardous waste management or contamination remediation needs or the nature of the problems encountered.

COMPLEXITY

Assignment involves many and varied complex environmental engineering applications as they concern the legal requirements, demonstrated and emerging hazardous waste treatment and disposal technologies, and methods of handling hazardous waste and substances. Assignments also involve a full range of planning activities to impose corrective action requirements at the state's most environmentally significant

facilities. Individual cases frequently involve difficult or unusual negotiations or coordinations concerning scientific, economic, administrative, engineering feasibility, equitable, public interest or urgency compared with local, state, or Region and Headquarters or their consultants. Employee actions constitute initial and, in many instances, the final regional recommendation or decisions concerning the technical adequacy of contamination or decision concerning the technical adequacy of contamination remediation plans. In the remainder of instances, the employee presents special written analysis and justification to higher organizational entities at the Regional and the Headquarters level regarding the economic, social, environmental, public interest, and other benefits that the general public will derive from the proposed action in comparison with the estimated economic, jurisdictional, legal equitable, technological, or scientific "costs" or other issues.

SCOPE AND EFFECT

The purpose of the work is to resolve critical problems or to develop new approaches or methods for use by other engineering or environmental and physical science specialist with respect to hazardous waste management practices, contamination remediation, program integrity, and development of needed agency actions. Often serving as consultant, project coordinator or project manager, the engineer is a technical authority who assures the technical adequacy of corrective action plans and designs. The employee provides expert advice and guidance to officials, managers and other scientists or engineers within and outside the agency, covering a broad range of engineering activities. Results of the efforts affect the work of other scientific or engineering experts both within and outside the agency and may be national or international in scope and impact, or affect the development of major aspects of agency scientific or engineering programs.

PERSONAL CONTACTS

Personal contacts are with scientists, engineers and other subject matter specialists, officials, administrators, scientific personnel, and representatives from federal, state, and local government. Typical of these contacts are industry representatives; manufacturers' representatives; private engineering firms; scientific organizations; environmental groups; and scientists, engineers, technical specialists, managers, and attorneys at EPA Regional offices and Headquarters and other federal, state, and local

governments. When problems involve installations located in or contacts with other territories or foreign governments the employee deals with representatives of comparable offices.

PURPOSE OF CONTACTS

Purpose of contacts with federal, state, and local government is typically to influence or persuade other scientists, engineers, managers, and attorneys to adopt technical points and methods about which there are conflicts, to negotiate agreements with agencies and contractors where there are conflicting interest and opinions among organizations or among individuals who are also experts in the field, or to justify the feasibility and desirability of work proposals to top agency officials. Purpose of contacts with regulated community is typically to justify, defend, negotiate or settle highly significant or controversial issues.

PHYSICAL DEMANDS

Work is sedentary except during recurring visits to the field where there is considerable walking, bending, climbing, and stooping to get in and out of sites and to make on-site observations.

WORK ENVIRONMENT

Work is in both an office and a field setting. During visits to sites and to facilities there is recurring exposure to adverse weather conditions, temperature extremes, and to various hazardous and toxic substances requiring the use of special protective clothing and equipment from time-to-time. This position requires class III B medical monitoring.

POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME		ORGANIZATION LOCATION OF POSITION	
POSITION TITLE	SERIES	GRADE	POSITION NUMBER

AMENDMENT

WORK ASSIGNMENT MANAGER

1. Defines and prepares the scope of work for work assignments issued against the contract. Ensures that the proposed scope of work for the work assignment is within the general scope of work for the overall contract. Obtains the proper funding commitments to fund the work assignment (if necessary). Develops the government's work estimate identifying the level of effort required to complete the work assignment as necessary. Determines the appropriate appropriation/accounting data applicable to the work assignment to aid the Finance Office in properly disbursing funds. Ensures that the Agency's policy on the use of multiple appropriations is complied with. Calculates the number of work years needed, the proper labor mix, the project schedule and/or milestones, reporting requirements, travel, any government property or equipment, and any other information which the Contracting Officer or contractor properly needs to understand the work requirement being issued.
2. Reviews and recommends approval/disapproval of the work plans issued by the contractor describing the approach necessary to implement the tasks in the work assignment. Recommends approval/disapproval of any aspect of the proposed work assignment budget except for the costs already established by the contract (fringe, overhead rates, G&A, and fee). Ensures that any consultants or subcontractors identified in the work plan have been properly authorized by the Contracting Officer to perform work on the contract.
3. Monitors and oversees the performance of the work assignment. Provides the necessary government technical direction to the contractor. Reviews all vouchers submitted by the contractor for payment against the appropriate work assignment and recommends approval or disapproval through the Project Officer. Reviews all progress reports submitted by the contractor on the work assignment in order to properly monitor and control costs as well as ensure contractor performance and use of proposed personnel. Identifies and reports any subcontractor, cost, performance, or conflict of interest problems to the Project Officer. Reviews and recommends approval or disapproval of all deliverable products submitted by the contractor under the work assignment. Submits a final report to the Project Officer on overall contractor performance, a summary of costs incurred, and a summary of the tasks performed.

CLASSIFIER'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE
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